

BUSINESS MANAGER II
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: June 11 – 15, 2001

Collective Bargaining Identification: S01

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I
Migdalia Siaca, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position
Report dated May 31, 2001 there are nine incumbents in
this classification.

Subject Matter Expert(s):

Jim Dong	Staff Services Manager III, Office of Financial Management
Yulanda Mynhier	Correctional Business Manager I, Mule Creek State Prison
Karim Noujaim	Correctional Administrator, Office of Financial Management
Ruben Perez	Correctional Administrator, California Medical Facility
Perry Settlemoir	Correctional Administrator, Office of Financial Management

With the exception of Ruben Perez, who only participated in the morning of June 11, the above subject matter experts remained the same during the entire job analysis process. Jim Dong did not participate in the rating of the tasks and KSAs.

INFORMATION GATHERING

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The initial list of task statements and knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the:

- Personnel Examining Section History File
- Personnel Operations File
- Duty statements
- Other State government websites: Arizona (WRIPAC member), Texas, and Washington